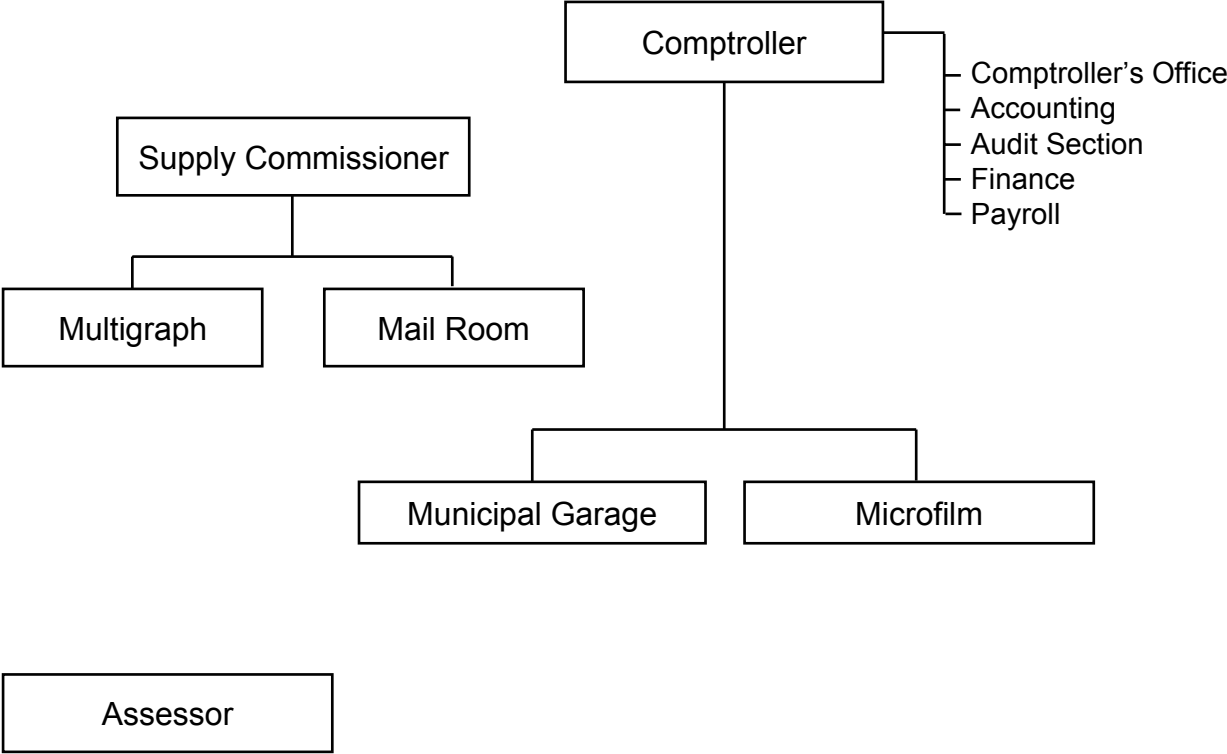


DEPARTMENT OF FINANCE

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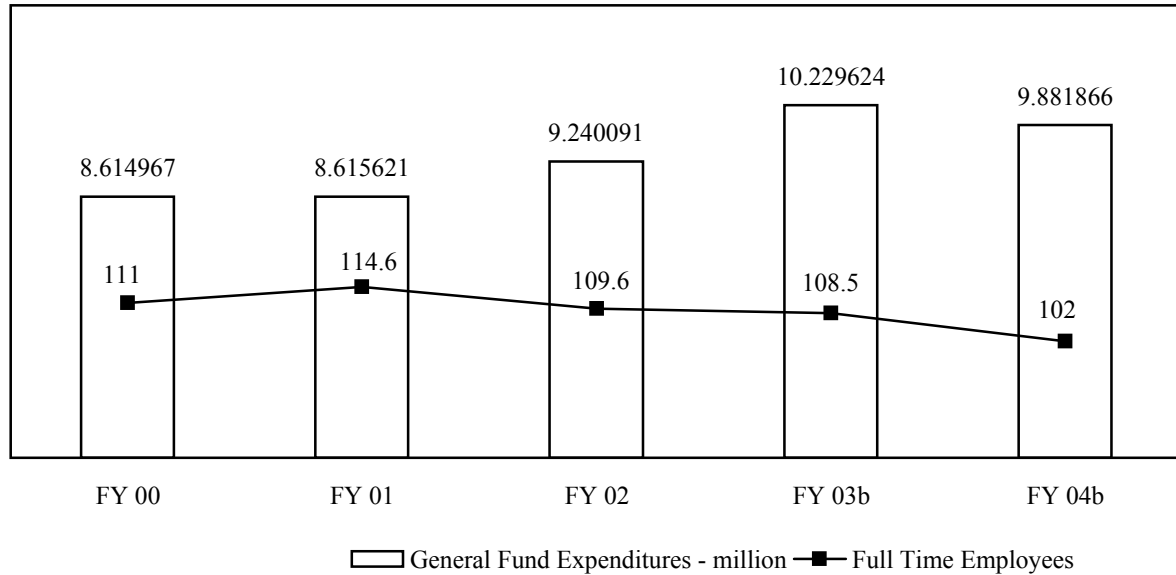
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Budget By Division	Actual FY02	Budget FY03	Budget FY04
160 Comptroller	7,161,660	7,872,310	7,823,739
162 Municipal Garage	233,644	259,883	256,096
163 Microfilm Section	283,998	315,564	321,549
170 Supply Commissioner	624,249	598,431	541,053
171 Multigraph Section	936,540	1,183,436	939,429
Total General Fund	\$9,240,091	\$10,229,624	\$9,881,866
Lateral Sewer Fund	52,597	55,283	56,769
Columbia Bottoms	190,542	0	0
Tax Increment Financings	2,520,836	1,943,717	2,012,397
Trustee Lease Fund	1,734,907	1,052,000	682,000
Mail Room Service Fund	590,750	871,123	950,937
180 Assessor (Assessment Fund)	3,636,561	4,019,438	3,769,510
Grant and Other Funds	0	0	754,180
Total Department All Funds	\$17,966,284	\$18,171,185	\$18,107,659

Personnel By Division	Actual FY02	Budget FY03	Budget FY04
160 Comptroller	73.6	73.5	67.0
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	7.0	7.0	7.0
170 Supply Commissioner	11.0	10.0	10.0
171 Multigraph Section	11.0	11.0	11.0
Total General Fund	109.6	108.5	102.0
172 Mail Room	5.0	7.0	7.0
180 Assessor (Assessment Fund)	75.0	75.0	68.0
Grant and Other Funds	22.4	23.5	25.0
Total Department All Funds	212.0	214.0	202.0

FINANCE

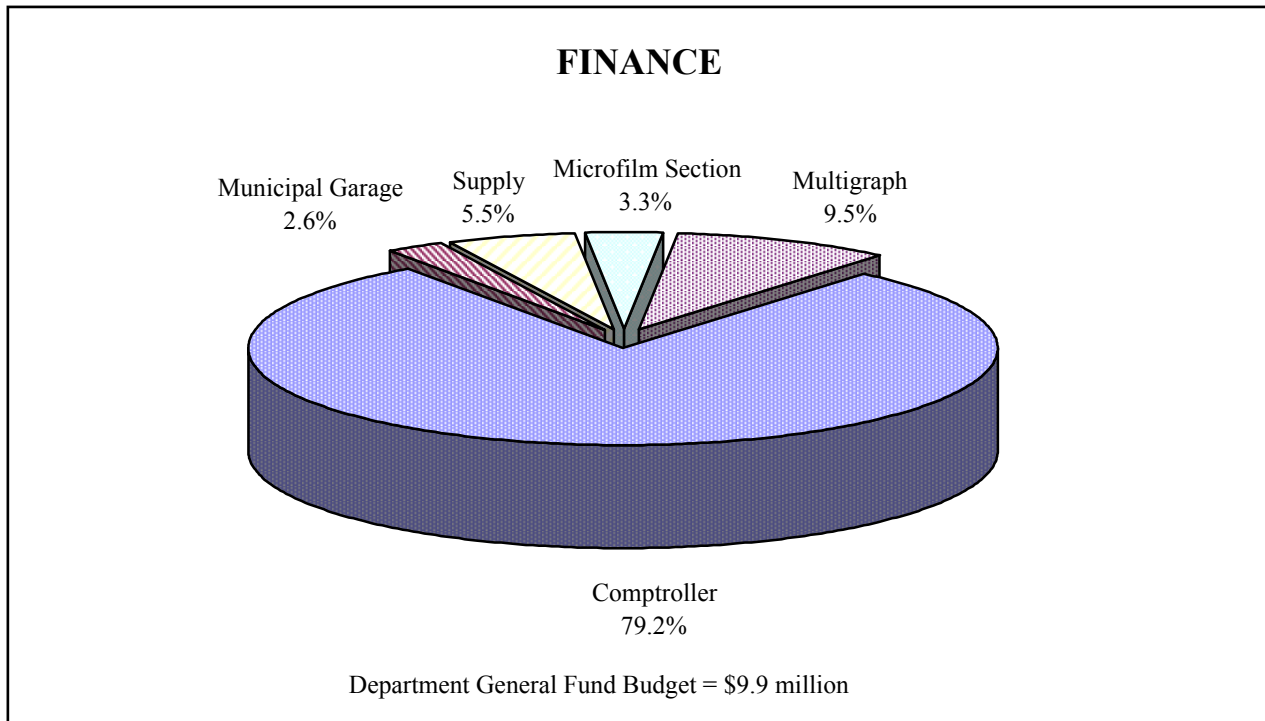
FINANCE



Major Goals and Highlights

- o Have 100% of purchase contracts in place prior to expiration
- o Attain 30 day average for processing purchase requisitions and bids
- o Manage Multigraph's printed forms inventory by utilizing historical database
- o Implement lease leverage financing agreement for Convention Center to net a minimum of \$10M to City general revenue
- o Maintain and encourage certifications and licensures of property tax appraisal staff
- o Maintain real estate appraisals on over 138,000 real estate parcels in City

FINANCE



- o Continue to maintain and enhance user access to property tax information on the internet
- o Coordinate for delivery of nearly 1.9 million pieces of outgoing mail
- o Develop a Web page and other on-line purchasing methods for Supply Division
- o Develop a uniform Emergency Purchase requisition for use by departmental customers of Supply Division

Department: Finance
Division: 160 Comptroller

Division Budget

Services Provided & FY04 Highlights

The Comptroller's Office supervises the fiscal affairs of the City. It is responsible for all accounting, payroll and auditing functions as well as supervision of the Municipal Garage, and Microfilm Section. The Comptroller's office also manages the City's telecommunications services and oversees payment on such expense items as the City's insurance policies and sewer bills. The Comptroller is one of three members of the City's Board of Estimate and Apportionment. The Comptroller's Office serves as the cost center for payment on the principal and interest on Tax Increment Revenue bonds and certain administrative costs for the Lateral Sewer Line program. The budget also contains payments from the Trustee Lease Fund. The Trustee Lease Fund contains revenues such as interest on debt service reserves from various lease debt agreements. These funds are held by a trustee with their use restricted to offset lease payments. In FY03, the Comptroller's office successfully refinanced the Convention Center debt reducing debt payments by \$9.5 mil. over the next two fiscal years. In FY04, the office will pursue a lease leverage agreement involving the convention center to realize a minimum of \$10 mil. in revenue to the City.

General Fund Budget By Expenditure Category	Actual FY02	Budget FY03	Budget FY04
Personal Services	3,756,953	4,052,629	3,896,268
Materials and Supplies	60,903	38,450	31,750
Equipment, Lease & Assets	147,789	613,730	149,400
Contractual and Other Services	3,196,015	3,167,501	3,746,321
Debt Service and Special Charges	0	0	0
Total General Fund	\$7,161,660	\$7,872,310	\$7,823,739
Lateral Sewer Fund	\$52,597	\$55,283	\$56,769
Columbia Bottoms	\$190,542	\$0	\$0
Tax Increment Financings	\$2,520,836	\$1,943,717	\$2,012,397
Trustee Lease Fund	\$1,734,907	\$1,052,000	\$682,000
Grant and Other Funds	\$269,729	\$170,900	\$754,180
Total Budget All Funds	\$11,930,271	\$11,094,210	\$11,329,085
Number of Full Time Positions			
General Fund	73.6	73.5	67.0
Other	21.4	22.5	24.0
Total	95.0	96.0	91.00

Department: Finance
 Division: 162 Municipal Garage

Division Budget

Services Provided & FY04 Highlights

This Division is responsible for the maintenance of the Municipal Garage, which has a capacity of 435 parking spaces, and the City owned vehicles located in the garage.

General Fund Budget By Expenditure Category	Actual FY02	Budget FY03	Budget FY04
Personal Services	220,594	241,733	237,946
Materials and Supplies	6,235	7,650	7,650
Equipment, Lease & Assets	1,184	2,000	2,000
Contractual and Other Services	5,631	8,500	8,500
Debt Service and Special Charges	0	0	0
Total General Fund	\$233,644	\$259,883	\$256,096
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$233,644	\$259,883	\$256,096

Number of Full Time Positions

General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
Total	7.0	7.0	7.0

Department: Finance
 Division: 163 Microfilm Section

Division Budget

Services Provided & FY04 Highlights

The Microfilm Section is responsible for microfilming or scanning documents received from various departments as well as maintaining and providing records in the archival library. This Division also provides City Departments with document reproduction and general copying services.

General Fund Budget By Expenditure Category	Actual FY02	Budget FY03	Budget FY04
Personal Services	222,126	236,564	242,549
Materials and Supplies	16,353	25,000	25,000
Equipment, Lease & Assets	29,507	37,000	37,000
Contractual and Other Services	16,012	17,000	17,000
Debt Service and Special Charges	0	0	0
Total General Fund	\$283,998	\$315,564	\$321,549
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$283,998	\$315,564	\$321,549

Number of Full Time Positions

General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
Total	7.0	7.0	7.0

Department: Finance
Division: 170 Supply Commissioner

Division Budget

Services Provided & FY04 Highlights

The Supply Division is responsible for the procurement of all supplies, equipment, equipment maintenance and selected services for all City departments. The division processes approximately 5,500 requisitions per year and administers approximately 276 purchase contracts. In FY03, Supply developed new contracts for auction services, embroidered emblems, expandable manhole risers, automotive lubricating oil, produce and hand tools. In August 2002, the Supply Division increased the discretionary purchase threshold to \$500 from \$200 to reduce overhead and creating a uniform emergency purchase requisition for all departments. In FY04, Supply will continue to development of an online process for bidding and issuing purchase orders.

General Fund Budget By Expenditure Category	Actual FY02	Budget FY03	Budget FY04
Personal Services	603,390	577,031	521,753
Materials and Supplies	3,300	2,000	2,000
Equipment, Lease & Assets	8,398	9,000	8,500
Contractual and Other Services	9,161	10,400	8,800
Debt Service and Special Charges	0	0	0
Total General Fund	\$624,249	\$598,431	\$541,053
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$624,249	\$598,431	\$541,053
Number of Full Time Positions			
General Fund	11.0	10.0	10.0
Other	1.0	1.0	1.0
Total	12.0	11.0	11.0

Service Description	Actual FY02	Estimated FY03	Estimated FY04
o Process advertised bids	1,441	1,481	1,200
o Process supply bids & contract requisitions	3,462	3,480	3,900
o Contract administration	270	276	280
o Contracts in place prior to expiration	95%	100%	100%
o Avg. no. of days to process bids	33	32	30

Department: Finance
Division: 171 Multigraph Section

Division Budget

Services Provided & FY04 Highlights

The Multigraph Section provides the various forms, brochures, letterheads and informational materials required by the City's departments and agencies. Multigraph provides typesetting, graphic design, photography, press work and bindery services. For printing services not provided in-house, Multigraph is responsible for writing specifications and bids for specialized printing to private vendors. The Multigraph Division provides printing services to City agencies. The FY04 budget reflects a decrease in contract printing due to fewer scheduled elections in the coming fiscal year.

General Fund Budget By Expenditure Category	Actual FY02	Budget FY03	Budget FY04
Personal Services	461,345	508,661	516,405
Materials and Supplies	145,483	191,200	150,000
Equipment, Lease & Assets	54,097	54,152	48,252
Contractual and Other Services	275,615	429,423	224,772
Debt Service and Special Charges	0	0	0
Total General Fund	\$936,540	\$1,183,436	\$939,429
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$936,540	\$1,183,436	\$939,429

Number of Full Time Positions

General Fund	11.0	11.0	11.0
Other	0.0	0.0	0.0
Total	11.0	11.0	11.0

Service Description	Actual FY02	Estimated FY03	Estimated FY04
o Pre-press composing - typesetting	664	695	670
o Press bindery service - print requests	1,492	1,565	1,510
o Copy services - duplication jobs	499	620	520
o Commercial job requests	332	342	330

Department: Finance
Division: 172 Mail Room

Program Budget

Services Provided & FY04 Highlights

The mail room coordinates both outgoing City mail and mail between City offices. By consolidating outgoing mail and standardizing to meet the Postal Service guidelines for "C.A.S.S Bar Coding" automated mailing, the City receives discounted postage rates and thereby reduces postage expenses. Mail room services also reduce the need for messenger service required by certain departments. This program also offers an inserting service to departments, where computer generated mailings are separated and inserted in to envelopes, saving hand labor by the departments.

Budget By Expenditure Category	Actual FY02	Budget FY03	Budget FY04
Personal Services	147,057	171,773	234,637
Materials and Supplies	3,336	4,000	4,000
Equipment, Lease & Assets	3,279	0	0
Contractual and Other Services	437,078	695,350	712,300
Debt Service and Special Charges	0	0	0
Total	\$590,750	\$871,123	\$950,937

Number of Full Time Positions

General Fund	0.0	0.0	0.0
Other	5.0	7.0	7.0
Total	5.0	7.0	7.0

Service Description	Actual FY02	Estimated FY03	Estimated FY04
o Coordinate outgoing mail	1,106,575	1,130,000	1,200,000
o Deliver internal mail	81,025	55,100	49,000
o Inserting in envelopes	459,805	410,800	420,000

Department: Finance
Division: 180 Assessor

Division Budget

Services Provided & FY04 Highlights

The responsibility of the Assessor's office is to assess real and personal property, keep records of all real estate transactions and maintain a current record of property ownership in the City. In every odd year, the Assessor will assess all real property located within the City in accordance with a two year assessment and equalization maintenance plan approved by the State Tax Commission. The office is funded through reimbursements from the state and commissions from other taxing jurisdictions with the net operating cost of the office funded through a City subsidy budgeted under Dept. 190 City Wide Accounts. In FY03, the state reduced its rate of reimbursement to the Assessor's Office to \$5.20 per parcel from the previous rate of \$6.20, resulting in a loss of approximately \$95,000, and therefore increasing the cost to the City. In FY04, the Assessor's Office will continue to pursue improvements to its website, assist coordinated City efforts regarding nuisance properties and otherwise seek to make government/business interaction more efficient and user friendly.

Budget By Expenditure Category	Actual FY02	Budget FY03	Budget FY04
Personal Services	2,999,887	3,306,133	3,141,418
Materials and Supplies	31,436	32,730	23,086
Equipment, Lease & Assets	18,701	29,075	16,006
Contractual and Other Services	586,537	651,500	589,000
Debt Service and Special Charges	0	0	0
Total	\$3,636,561	\$4,019,438	\$3,769,510

Number of Full Time Positions

Total	75.0	75.0	68.0
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Service Description	Actual FY02	Estimated FY03	Estimated FY04
o Real estate appraisals	138,382	138,300	138,200
o Personal property appraisals	134,085	134,100	118,363